



# Heatherside Pre-school

## **Confidentiality Policy**

The pre-schools work with children and families will sometimes bring us into contact with confidential information.

To ensure that all those using and working in the pre-school can do so in confidence, we will respect confidentiality in the following ways:

- Parents will have ready access to the files and records of their own children but will not have access to information about another child.
- Staff will not discuss individual children, other than for purposes of curriculum planning/group management, with people other than parents/carers of that child.
- Committee members will be privy to confidential information (limited) about the Pre-school, finances, children and staff. Committee members will not discuss the setting with other people other than the Management/Chair of the Pre-school.
- Information given by parents/carers to the pre-school leader or key person will not be passed on to other adults without permission.
- Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the group except with the child's key person/pre-school leader and the chair.
- Students on Pre-school Learning Alliance or other recognised courses observing in the pre-school will be advised of our confidentiality policy and be required to respect it.

All the undertakings above are subject to the paramount commitment of the pre-school which is to the safety and wellbeing of the child. Please see also our policy on Safeguarding children.

We comply with the following legislation: Data Protection Act 1998, Privacy and Electronic Communications Regulations 2003, The Freedom of Information Act 2000 Environmental Information Regulations 2004, INSPIRE regulations 2009  
Data Protection Act 2018

**Reviewed & re-agreed at AGM held 27th September 2019 Chair Jo Griffin**

**Reviewed & re-agreed at AGM held 29th September 2020 Chair Jo Griffin**

**Reviewed & re-agreed at AGM held 08th October 2021 Chair Alex Constantine**